



300 Tarrytown Road, Elmsford, NY 10523

# Greenburgh Public Library

Putting Service First

## Library Board of Trustee Meeting Minutes Approved August 18, 2010

<b>Meeting Date</b>	July 21, 2010		
	<b>Minutes Approval Date</b>	August 18, 2010	
<b>Meeting Time</b>	7:15 PM – 9:18 PM EST		
<b>Meeting Location</b>	Greenburgh Public Library – Multipurpose Room		
<b>Participants</b>	<u>Library Board of Trustees</u> Elaine Braswell, Lisa Dinon, David Griff, Frank Musantry, Tomas Saez, Calvin Thomas, Elizabeth Vickery, Darryl Williams	<u>Library</u> Eugenie Contrata Marilyn Greiner Cory Deitchman	<u>Town Liaison</u>
<b>Not in Attendance:</b>	Diana Juettner	<b>Quorum Present?</b>	Yes
<b>Meeting Guests</b>	Naseem Jamali, David Busing		
<b>Meeting Objective</b>	Regular Monthly Board Meeting		
<b>Opening Proceedings:</b>			
	<i>Public Meeting called to order</i> at 7:15 PM by President, Frank Musantry		
	<i>Presentation from invited guests:</i> Naseem Jamali, WLS Board of Trustees, David Busing, Local History Room Interiors		
	<i>Public Comments:</i> Patricia Bane, Darren Falcasa CSEA Vice President, John LaVigna, CSEA President		
	<i>Vote to accept proposal for design of the Local History Room as made by David Busing:</i>	Motion by: Trustee Griff Second by: Secretary Saez In Favor: Unanimous	
	<i>Vote to adopt previous month's minutes:</i>	Motion by: Trustee Griff Second by: Trustee Braswell In Favor: Unanimous	
	<b>Treasurer's Report</b> Vote to adopt the Treasurer's Report as prepared by Library Administration, with correction to line 27.2700.0.	Motion by: Treasurer Dinon Second by: Trustee Williams In Favor: Unanimous	
	<b>Accounts Payable Report:</b> <b>Presented by Treasurer Dinon</b> Review bills and authorize payment of bills for June 11 – July 13, 2010, in the amount of \$79,014.78 from the operating account.  Review bills and authorize payment of bills for June 11 – July 13, 2010, in the amount of \$2,487.00 from the capital account, H.0108.030.1.	Motion by: Treasurer Dinon Second by: Secretary Saez In Favor: Unanimous  Motion by: Treasurer Dinon Second by: Vice President Thomas In Favor: Unanimous	
<b>Resolutions:</b>			
	<b>Resolution #0710-1 Description:</b> Resolution approval of the Library Card Eligibility and Identification Requirements Policy as presented.	Motion by: Trustee Griff Second by: Vice President Thomas In Favor: Unanimous	

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	<b>Resolution #0710-2 Description:</b> Resolution to accept gift of 12, 2 gallon Knockout Rose Bushes with a retail value of \$359.00, by Michaels and Sons Nurseries of White Plains.	<b>Motion by: Secretary Saez</b> <b>Second by: Treasurer Dinon</b> <b>In Favor: Unanimous</b>
	<b>Resolution #0710-3 Description:</b> Resolution to appoint Scott Mitchell, as Library Assistant, effective July 23, 2010.	<b>Motion by: Secretary Saez</b> <b>Second by: Trustee Vickery</b> <b>In Favor: Unanimous</b>
	<b>Resolution #0710-4, Description:</b> Resolution to hold Library Board meetings on the fourth Tuesday of each month, unless otherwise voted on by the Board, effective January 2011.	<b>Motion by: Secretary Saez</b> <b>Second by: Trustee Griff</b> <b>In Favor: Unanimous</b>
	<b>Resolution #0710-5, Description:</b> Resolution to amend the Indoor Air Temperature Policy to include closing procedures during the summer months when indoor air temperatures in public service areas of the lobby become unacceptable. Policy below.	<b>Motion by: Secretary Saez</b> <b>Second by: Trustee Braswell</b> <b>In Favor: Unanimous</b>

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<b>Indoor Air Temperature Policy</b>	
<b>WINTER MONTHS</b>	
A. <u>Introduction</u> The Library Board is committed to providing a comfortable, safe and clean environment for patrons and library employees. The Library's temperature controls are set to achieve a median temperature of 68°F. Due to wind conditions and sunlight temperature variations of 2°F are considered normal.	
B. <u>Environmental Conditions</u> NYS Building Code section PM602.4 requires that indoor work spaces shall be supplied with heat from September 15th to May 31st and maintain a minimum temperature of 65°F when spaces are occupied.	
C. <u>Procedures</u> If a public service area of the Library cannot be maintained at a temperature of two degrees below the state standards or less than 64°F for at least two hours the Library will close. The staff will be reassigned to work in non-public areas, where office doors can be closed and portable heaters can effectively supplement the indoor air temperature.  To help conserve energy, building temperature may be reduced from the normal operating set points during expected non-occupied hours, as long as temperature is restored during operating hours.	
<b>SUMMER MONTHS</b>	
A. <u>Introduction</u> The Library Board is committed to providing a comfortable, safe and clean environment for patrons and library employees. The Library's temperature controls are set to achieve a median temperature of 72°F. Due to wind conditions and sunlight temperature variations of 2°F are considered normal.	
B. <u>Procedures</u> If a public service area of the Library cannot be maintained at a temperature of 82°F or less for at least three hours the Library will close. The staff will be reassigned to work in non-public areas, where portable fans can effectively supplement the indoor air temperature.	
The procedures for indoor air temperatures during the summer months are effective Monday, July 26, 2010.	
<b>Resolution #0710-6, Description:</b> Resolution authorizing the Library Director the discretion to close the Library if the indoor temperature is deemed unsafe. This policy is effective from July 21 – 25, 2010.	<b>Motion by: Secretary Saez</b> <b>Second by: Trustee Williams</b> <b>In Favor: 7 in favor, 1 opposed (Trustee Griff)</b>
<b>Closing Proceedings:</b>	
<b>Executive Session – 10:00 p.m.</b> Motion to open Executive Session to discuss personnel issue.	<b>Motion by: Secretary Saez</b> <b>Second by: Vice President Thomas</b> <b>In Favor: Unanimous</b> There was discussion regarding a personnel issue.

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	<i>Motion to close Executive Session – 10:50 P.M.</i>	<b>Motion by: Secretary Saez Second by: Trustee Vickery In Favor: Unanimous</b>
	<b><i>Public Meeting adjourned at 10:55 p.m. by President Musantry.</i></b>	<b>Motion by: Secretary Saez Second by: Trustee Vickery In Favor: Unanimous</b>
<b><i>Unapproved minutes will be made available within 2 weeks following each meeting.</i></b>		